

FUND TRANSFER REQUEST FORM

AGENCY ADMIN	ORGANIZATION CONSOLIDATED FOOD SERVICES	LEGISTAR FILE #2021 FTR-038
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TRANSFER AMOUNT(S) FROM (Decrease Expenditure or Increase revenue)					CURRENT BALANCES	
Amount in Whole \$\$	Account Title	Account Code (ORG-OBJECT-PROJECT)			Budgeted Amount	Available Balance
1	1,518.34	GREASE TRAP REPLACMENT	CFSADM	59016	61,000.00	61,000.00
2						
3						
4						
	1,518.34	TRANSFER FROM TOTAL				

TRANSFER AMOUNT(S) TO (Increase Expenditure or Decrease Revenue)					CURRENT BALANCES	
Amount in Whole \$\$	Account Title	Account Code (ORG-OBJECT-PROJECT)			Budgeted Amount	Available Balance
1	1,518.34	CONVECTION STEAMER	CFSADM	59015	25,000.00	25,000.00
2						
3						
4						
	1,518.34	TRANSFER TO TOTAL				

EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.) COVID IS CONTINUING TO CAUSE AN INCREASE COST OF GOODS, THE QUOTE OBTAINED IN 2021 (THAT WAS USED TO PREPARE THE 2022 BUDGET) WAS 1518.34 UNDER THE ACTAUL 2022 QUOTE	APPROVALS																				
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:40%;"></th> <th style="width:10%;">DATE</th> <th style="width:25%;">APPROVED</th> <th style="width:25%;">DENIED</th> </tr> </thead> <tbody> <tr> <td>Oversight Committee</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Controller</td> <td></td> <td></td> <td></td> </tr> <tr> <td>County Executive</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Finance Committee</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		DATE	APPROVED	DENIED	Oversight Committee				Controller				County Executive				Finance Committee			
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	Request should be entered into Legistar using the Fund Transfer file type and released into the fund transfer approval sequence. The Controller's Office will approve and refer the request as appropriate in Legistar and obtain the Controller and County Executive approvals. Departments should follow up with their oversight committee to ensure action is taken and recorded in Legistar.																				